

City Treasurer
Adopted Budget – FY 2007/08

City Treasurer

ADMINISTRATION/
INVESTMENTS

ADMINISTRATION/
INVESTMENTS
Deputy City Treasurer
Budget Analyst Senior
Administrative Assistant

CASHIERING/
COLLECTIONS/
DISBURSEMENTS

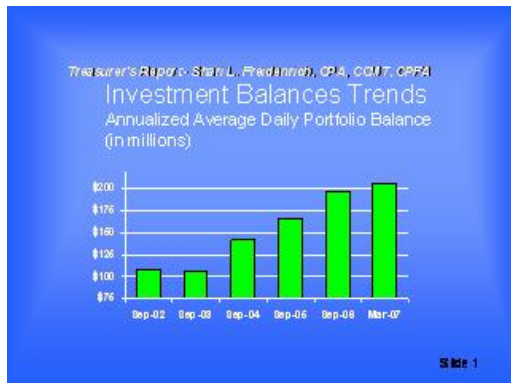
CASHIERING
Accounting Technician Supervisor
Accounting Technician II (3)
COLLECTIONS/DISBURSEMENTS
Senior Accounting Technician
Accounting Technician II



The City Treasurer is an elected department head serving a four-year term who is responsible to the electorate for overseeing the custody and safekeeping of all city funds. In addition, the City Treasurer is responsible for investing all of the City's funds, including bond investments as well as being responsible for cash management. The City Treasurer ensures the City's cash needs are met through prudent fiscal investment management.

Administration and Investment Division

The City Treasurer's Administration and Investments Division is responsible for the overall operation of the Department. This Division is responsible for prudently investing all of the City's funds, including bond funds and any funds of Joint Power Authorities for which the City is the Administrator. This division annually prepares and updates the City's investment policy and prepares the monthly investment report presented to City Council. Investments are reviewed monthly for compliance with the City's approved Investment Policy. A main focus of this Division is the cash management and prudent investment of funds to ensure the City maintains adequate liquidity to meet anticipated expenditures. In addition, the City Treasurer is the custodian for all bonds held by the City.



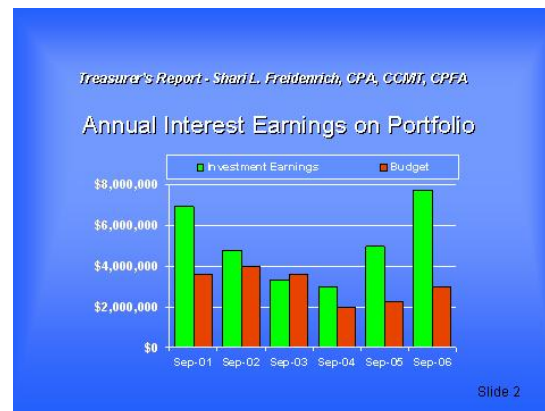
Cashiering, Collections and Disbursements Division

The City Treasurer's Cashiering, Collections and Disbursements Division is responsible for receiving on behalf of the City, all taxes, assessments, fees, and other revenues. This Division processes and records all such revenue received at City Hall as well as several off-site locations. This Division ensures this revenue is deposited in a timely manner into the City's financial depository accounts. This Division has responsibility for ensuring proper controls over cash and negotiable items as well as collection of all delinquent taxes and fees. Finally, the division processes all checks for the payment of goods and services approved in the City's financial system.



Administration and Investments Division

- Perform daily investment and cash management of pooled funds for the City, the Redevelopment Agency, and other Joint Powers Authorities where the City is the administrator
- Invest other City funds such as bond investments and trust funds
- Prepare investment reports, track cash flow, analyze and monitor banking and other department costs, and attend City Council and Investment Advisory Board meetings
- Perform general office management, leadership, and supervision of entire department
- Maintain custody of all bonds held by the City and release when requirements are met



Cashiering, Collections and Disbursements Division

- Process annually over \$5 million of revenue at City Hall from permits and fees, process annually over \$10 million of revenue for off-site locations including parking meters revenue and recreation fees, and prepare daily bank deposit
- Process and collect miscellaneous receivables of over \$9 million from over 25,000 invoices, follow up on delinquent accounts, and answer payment questions
- Open mail and process over 600,000 payments within 24 hours for over 50,000 municipal services customers in the amount of over \$55 million annually
- Collect and process payments on business licenses of \$2.3 million annually within 24 hours
- Collect and process payments of over \$6 million for Transient Occupancy Taxes and over \$600,000 for BID assessments
- Collect and process payments for oil taxes in the amount of approximately \$500,000
- Process 50,000 over-the-counter payments annually
- Provide overall supervision for Cashiering and Collections staff
- Print, sign, and release over 50,000 accounts payable, worker's compensation, and payroll checks and electronic payments annually

INTRODUCING AUTOPAY
THE CITY OF HUNTINGTON BEACH'S "NO COST" AUTOMATIC MUNICIPAL SERVICES STATEMENT PAYMENT PROGRAM

1. Ensure that your account is current and you don't have a credit balance & then complete and sign the AutoPay Authorized Agreement below.
2. Attach a "voided" check (deposit slips are not acceptable).
3. Return this form with a blank check marked "void" from your financial institution to:

City of Huntington Beach - AutoPay Program
P. O. Box 190
Huntington Beach, CA 92648-0190

AUTOPAY QUESTIONS AND ANSWERS

Q: What type of bank account do I need to participate?
A: AutoPay can withdraw funds from any personal or business checking account. No savings accounts are eligible.

Q: How will I know when AutoPay will make my payments?
A: Continue to pay your Municipal Services statement normally until you see a message on page one of your statement that you are on the City's AutoPay program and then do not send payment for that statement. Please ensure that your account is current, with no credit balance, before you apply.

Q: When will the funds be withdrawn from my account?
A: Payment will be made between 11 and 17 calendar days after the statement's date.

Q: How do I discontinue participation in this program or what if my banking information changes?
A: Simply check the "Updated Information" or "Please Cancel AutoPay" section below, complete the rest of the form, sign, and return the agreement to us at the above address. Please allow ten business days for processing.

Q: Can I pay multiple City of Huntington Beach Municipal Services accounts through AutoPay?
A: Yes. Simply include the additional utility account(s) you want to pay from the same bank account on your AutoPay Authorization Agreement below. Please make sure you include your City of Huntington Beach **utility account** number for each account.

Q: What if I have questions on my statement?
A: Call us at (714) 536-5919 and press #9 on your touch-tone phone to speak to a customer service representative.

Q: What if a payment is rejected?
A: Payments may be rejected by a financial institution for insufficient funds, closed accounts, or other reasons. If your payment is rejected for any reason, we reserve the right to charge a \$25 NSF fee on your next statement and may also discontinue your participation in the AutoPay Program if your payment is rejected more than once in a 12-month period. Your financial institution may also charge fees for rejected payments.

☒ **Yes, please enroll me in the City of Huntington Beach AutoPay Program**

PLEASE PRINT CLEARLY - AutoPay Authorization Agreement

NAME (ALL APPLICANTS ON THIS FORM) _____

SERVICE NUMBER _____

CONTACT PHONE NUMBER _____

CITY OF HUNTINGTON BEACH UTILITY ACCOUNT # _____

ADDITIONAL CITY OF HUNTINGTON BEACH UTILITY ACCOUNT # _____

Changes to AutoPay Application
(1) Updated Information (2) Please Cancel AutoPay

Signature _____ Date _____

I authorize the City of Huntington Beach and my financial institution to automatically deduct from the account provided all future payments for my Municipal Services statements. I understand that both the City of Huntington Beach and my financial institution reserve the right to terminate this authorization and my participation therein. If I choose to terminate this authorization, I will immediately notify the City of Huntington Beach at (714) 536-5919 (option 9) or send back form canceling AutoPay.

Signature is mandatory and must match name on voided check/Date _____

APPLICATION CANNOT BE PROCESSED WITHOUT A VOIDED CHECK

City of Huntington Beach Use Only
☐ Checked account information Name _____ Date _____
☐ Proposed for payment Name _____ Date _____

FY 2006/07 marked the first year of a city-wide effort aimed at integrating performance measures into the budget development process. In certain instances, Departments have realigned and adjusted performance measures for FY 2007/08 to better reflect operational realities. The objectives and measures, which have changed between FY 2006/07 and FY 2007/08, are noted below.

| | FY 2006/07 ACTUALS | FY 2007/08 Budget | Strategic Plan Goals |
|---|-------------------------------|------------------------------|---------------------------------|
| Objective: (FY 2006/07 and FY 2007/08) | | | |
| 1. Provide investment report to City Council within 30 days of the end of each fiscal year quarter. | | | Financial |
| Measure: # of investment reports provided to City Council within 30 days of quarter end | 4 | 4 | |
| Objective: (FY 2006/07 and FY 2007/08) | | | |
| 2. Submit investment policy to City Council in the first quarter of each fiscal year. | | | Financial |
| Measure: Investment policy submitted in first quarter of each fiscal year | Yes | Yes | |
| Objective: (FY 2006/07 and FY 2007/08) | | | |
| 3. Hold a joint study session to review the Investment Advisory Board (IAB) annual report with the City Council and the IAB within three months of fiscal year end. | | | Engaging the Community |
| Measure: Joint study session held within 3 months of fiscal year end to review IAB annual report | Yes | Yes | |
| Objective: (FY 2006/07 and FY 2007/08) | | | |
| 4. Escheat unclaimed funds each fiscal year within nine months of the prior fiscal year-end. | | | City Services |
| Measure: Unclaimed funds escheated within 9 months of fiscal year end | Yes | Yes | |
| Objective: (FY 2007/08) NEW | | | |
| 5. Increase usage of "AutoPay" by 25% over previous fiscal year.* | | | City Services |
| Measure: % increase in usage of "AutoPay" | N/A | 25% | |
| Objective: (FY 2006/07) | | | |
| 6. Increase usage of "AutoPay" by 50%.* | | | |
| Measure: % increase in usage of "AutoPay" | 118% | N/A | |

**For FY 2006/07, the original performance measure was to increase usage by 50% (see #6). Actuals for FY 2006/07 were 118%. Given the success of the AutoPay program, a more reasonable objective of 25% increase in AutoPay usage for FY 2007/08 has been offered as an updated performance measure.*



City Treasurer
Adopted Budget - FY 2007/08
Department Budget Summary
All Funds by Object Account



DEPARTMENT

| Expenditure Object Account | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Actual | FY 2006/07 Adopted | FY 2006/07 Revised | FY 2007/08 Adopted | Percent Change From Prior Year |
|-----------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 845,187 | 874,334 | 638,874 | 606,618 | 553,893 | 637,840 | 5.15% |
| Salaries, Temporary | 483 | 240 | 59,203 | 30,000 | 30,000 | 66,000 | 120.00% |
| Salaries, Overtime | 3,426 | 6,597 | 3,977 | 4,000 | 4,000 | 5,000 | 25.00% |
| Benefits | 271,426 | 294,813 | 251,929 | 248,757 | 225,757 | 236,385 | -4.97% |
| PERSONAL SERVICES | 1,120,523 | 1,175,984 | 953,983 | 889,375 | 813,650 | 945,225 | 6.28% |
| OPERATING EXPENSES | | | | | | | |
| Utilities | | 620 | | 1,984 | 1,984 | | -100.00% |
| Equipment and Supplies | 205,808 | 185,409 | 196,272 | 31,444 | 66,388 | 35,800 | 13.85% |
| Repairs and Maintenance | 14,202 | 19,599 | 67,482 | 22,500 | 24,882 | 28,000 | 24.44% |
| Conferences and Training | 1,836 | 4,536 | 17,893 | 19,100 | 19,100 | 19,500 | 2.09% |
| Professional Services | 24,762 | -349,301 | 9,100 | | 20,000 | | |
| Other Contract Services | 145,568 | 155,701 | 195,464 | 70,000 | 110,715 | 273,000 | 290.00% |
| Expense Allowances | 5,980 | 5,885 | 6,588 | 6,000 | 11,500 | 11,400 | 90.00% |
| Other Expenses | | -186 | -382 | | | | |
| OPERATING EXPENSES | 398,157 | 22,263 | 492,417 | 151,028 | 254,569 | 367,700 | 143.46% |
| CAPITAL EXPENDITURES | | | | | | | |
| Equipment | | | | | | 16,000 | |
| CAPITAL EXPENDITURES | | | | | | 16,000 | |
| Grand Total(s) | 1,518,680 | 1,198,247 | 1,446,400 | 1,040,403 | 1,068,219 | 1,328,925 | 27.73% |
| General Fund | 1,518,680 | 1,547,002 | 1,446,400 | 1,040,403 | 1,068,220 | 1,328,926 | 27.73% |
| Other Funds | | -348,755 | | | | | |
| Grand Total(s) | 1,518,680 | 1,198,247 | 1,446,400 | 1,040,403 | 1,068,220 | 1,328,926 | 27.73% |
| Personnel Summary | 16.00 | 16.00 | 10.00 | 10.00 | 10.00 | 10.00 | 0.00 |



City Treasurer
Adopted Budget - FY 2007/08
Department Budget Summary
General Fund Division by Object Account



DIVISION

| Expenditure Object Account | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Actual | FY 2006/07 Adopted | FY 2006/07 Revised | FY 2007/08 Adopted | Percent Change From Prior Year |
|-------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| Administration / Investments | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 619,188 | 660,177 | 485,082 | 319,756 | 304,756 | 329,129 | 2.93% |
| Salaries, Temporary | 483 | 240 | 24,335 | | | 26,000 | |
| Salaries, Overtime | 1,060 | 5,303 | 1,824 | 1,500 | 1,500 | 2,000 | 33.33% |
| Benefits | 191,942 | 217,866 | 183,286 | 115,597 | 102,097 | 105,044 | -9.13% |
| PERSONAL SERVICES | 812,673 | 883,586 | 694,526 | 436,853 | 408,353 | 462,173 | 5.80% |
| OPERATING EXPENSES | | | | | | | |
| Utilities | | 620 | | 1,984 | 1,984 | | -100.00% |
| Equipment and Supplies | 34,476 | 27,029 | 53,155 | 7,644 | 37,588 | 10,400 | 36.05% |
| Repairs and Maintenance | 12,040 | 8,987 | 11,590 | 8,000 | 10,382 | 10,000 | 25.00% |
| Conferences and Training | 1,836 | 3,980 | 14,098 | 10,100 | 10,100 | 10,500 | 3.96% |
| Professional Services | 21,037 | -267 | 9,100 | | | | |
| Other Contract Services | 6,974 | 34,786 | 52,439 | | 5,900 | | |
| Expense Allowances | 5,980 | 5,885 | 6,588 | 6,000 | 11,500 | 11,400 | 90.00% |
| Other Expenses | | -184 | -382 | | | | |
| OPERATING EXPENSES | 82,344 | 80,835 | 146,588 | 33,728 | 77,454 | 42,300 | 25.42% |
| CAPITAL EXPENDITURES | | | | | | | |
| Administration / Investments | 895,017 | 964,421 | 841,114 | 470,581 | 485,807 | 504,473 | 7.20% |

Significant Changes

The increase in Personal Services is due to cost of living raises and salary adjustments from recently adopted Memoranda of Understanding (MOU) and a market compensation study. In addition, there is a transfer of positions between City Treasurer's Office and Finance Department (Budget Analyst Senior and Administrative Analyst). For FY 2007/08, \$26,000 has been added to Temporary Salaries for one college intern to assist with various duties. The increase to Operating Expenses is from the addition of an auto allowance for the Deputy City Treasurer which was not budgeted in FY 2006/07 and is being provided as part of their employment agreement.

| Permanent Personnel | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Actual | FY 2006/07 Adopted | FY 2006/07 Revised | FY 2007/08 Adopted | Change from Prior Year |
|------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| City Treasurer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Deputy City Treasurer MEO | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Deputy City Treasurer NA | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Budget Analyst Senior | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Administrative Analyst | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Senior Accounting Technician | 3.00 | 3.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Field Service Representative | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Accounting Technician II | 4.00 | 4.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 11.00 | 11.00 | 5.00 | 4.00 | 4.00 | 4.00 | 0.00 |



City Treasurer
Adopted Budget - FY 2007/08
Department Budget Summary
General Fund Division by Object Account



DIVISION

| Expenditure Object Account | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Actual | FY 2006/07 Adopted | FY 2006/07 Revised | FY 2007/08 Adopted | Percent Change From Prior Year |
|---------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| Cashiering / Collections | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| Salaries, Permanent | 225,999 | 214,157 | 153,792 | 286,862 | 249,137 | 308,712 | 7.62% |
| Salaries, Temporary | | | 34,868 | 30,000 | 30,000 | 40,000 | 33.33% |
| Salaries, Overtime | 2,367 | 1,294 | 2,153 | 2,500 | 2,500 | 3,000 | 20.00% |
| Benefits | 79,484 | 76,946 | 68,643 | 133,160 | 123,660 | 131,342 | -1.37% |
| PERSONAL SERVICES | 307,850 | 292,398 | 259,457 | 452,522 | 405,297 | 483,054 | 6.75% |
| OPERATING EXPENSES | | | | | | | |
| Equipment and Supplies | 171,332 | 158,102 | 143,117 | 23,800 | 28,800 | 25,400 | 6.72% |
| Repairs and Maintenance | 2,162 | 10,612 | 55,892 | 14,500 | 14,500 | 18,000 | 24.14% |
| Conferences and Training | | 556 | 3,795 | 9,000 | 9,000 | 9,000 | 0.00% |
| Professional Services | 3,725 | | | | 20,000 | | |
| Other Contract Services | 138,594 | 120,915 | 143,025 | 70,000 | 104,815 | 273,000 | 290.00% |
| Other Expenses | | -2 | | | | | |
| OPERATING EXPENSES | 315,813 | 290,184 | 345,829 | 117,300 | 177,115 | 325,400 | 177.41% |
| CAPITAL EXPENDITURES | | | | | | | |
| Equipment | | | | | | 16,000 | |
| CAPITAL EXPENDITURES | | | | | | 16,000 | |
| Cashiering / Collections | 623,663 | 582,581 | 605,286 | 569,822 | 582,412 | 824,454 | 44.69% |

Significant Changes

Personal Services realizes an increase due to Memoranda of Understanding (MOU) in place providing salary and benefit adjustments to staff. The increase in Operating Expenses is from the transfer of a \$160,000 contract formerly administered by the Police Department for citation collection services (Other Contract Services). Also, Other Contract Services has been increased by an additional \$30,000 for processing fees related to a new Interactive Voice Response (IVR) system allowing credit card payment via phone and the web. This operating expense increase is offset by a decrease in bank charges and fees. The \$16,000 budgeted for Equipment is to purchase cashiering hardware to replace the manual system of processing cash receipts. This amount will provide for the necessary computer hardware at all satellite locations which complete cash receipts.

| Permanent Personnel | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Actual | FY 2006/07 Adopted | FY 2006/07 Revised | FY 2007/08 Adopted | Change from Prior Year |
|----------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------------------|
| Accounting Technician Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Senior Accounting Technician | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Accounting Technician II | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Total | 5.00 | 5.00 | 5.00 | 6.00 | 6.00 | 6.00 | 0.00 |



City Treasurer
Adopted Budget - FY 2007/08
Department Budget Summary
All Funds by Business Unit



BUSINESS UNITS

| Division / Business Unit | FY 2003/04 Actual | FY 2004/05 Actual | FY 2005/06 Actual | FY 2006/07 Adopted | FY 2006/07 Revised | FY 2007/08 Adopted | Percent Change From Prior Year |
|-------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------------------------|
| TRE City Treasurer | | | | | | | |
| ADM Administration | | | | | | | |
| 10025101 Administration/Investments | 634,726 | 675,554 | 668,342 | 470,581 | 485,808 | 504,473 | 7.20% |
| 10025301 Business Licensing | 260,291 | 288,867 | 172,773 | | | | |
| ADM Administration | 895,017 | 964,421 | 841,114 | 470,581 | 485,808 | 504,473 | 7.20% |
| MUN Municipal Services | | | | | | | |
| 10025201 Cashiering/Collections | 623,663 | 582,581 | 605,286 | 569,822 | 582,412 | 824,453 | 44.69% |
| MUN Municipal Services | 623,663 | 582,581 | 605,286 | 569,822 | 582,412 | 824,453 | 44.69% |
| Other Funds | | | | | | | |
| 30126001 Cash Receipts System | | 279 | | | | | |
| 70925101 BID - Hotel/Motel | | -349,034 | | | | | |
| Other Funds | | -348,755 | | | | | |
| General Fund | 1,518,680 | 1,547,002 | 1,446,400 | 1,040,403 | 1,068,220 | 1,328,926 | 27.73% |
| Other Funds | | -348,755 | | | | | |
| Grand Total(s) | 1,518,680 | 1,198,247 | 1,446,400 | 1,040,403 | 1,068,220 | 1,328,926 | 27.73% |